

Volunteer Task Description:

Business Support Team Admin – Volunteer Recruitment

Task to include some or all of the following:

- Collating all Application forms
- Booking Interview Appointments
- Request References & chase them up (in absence of volunteer)
- Scan and upload application form, references etc. to charity log database
- Scan DBS forms and upload to charity log database
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults

If Volunteer is happy to they can help with carrying out volunteer interviews.

Please Email [Sharon.waddams@ageukeastlondon.org.uk](mailto:Sharon.waddams@ageukeastlondon.org.uk) if you wish to volunteer with Age UK East London or down load the application return either by email or by post to the address on the form.